



JW MARRIOTT

In-Bound Shipping Instructions

Utilize the correct addressing option from the methods listed below to eliminate any package routing delays. All packages received require a release signature and should be captured at the time of package pick-up from hotel associates. In-bound receiving fees will be applied to all packages. Please do not address your packages or packages to the hotel or hotel employees unless specifically directed to do so as this may slow the delivery process.

In-Bound Shipments Address

JW Marriott New Orleans – Conference or Group Name
Guest Name
614 Canal St.
Guest Phone Number
New Orleans, La. 70130

Out-Bound Shipping Instructions

To expedite the process for outbound shipments, please affix a completed carrier air bill to each package. Federal Express supplies are available at your request in the hotel's shipping office if required for your shipments.

Handling Fees

Fees applied in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or billed to a credit card. This includes delivery to guest room and or meeting room.

In-Bound Receiving Fees

\$10.00 Less than 35lbs
\$25.00 Exceeds 35lbs
\$100.00 Crate/Pallet In-Bound

Storage Fees

Fees apply to each package received more than five calendar days before delivery to recipient.
\$25.00 per package for all size packages or crates